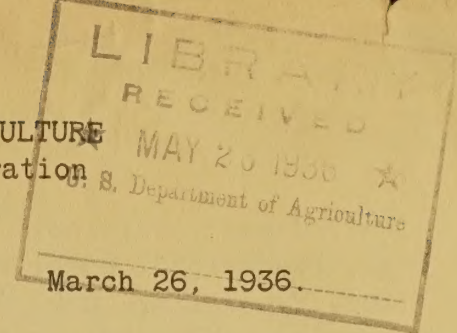


UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



TO: PRESIDENTS AND SECRETARIES OF COUNTY CONTROL ASSOCIATIONS.

SUBJECT: Instructions for Preparing and Submitting Inventories of Equipment Owned by Associations.

County Commodity Control Associations organized under the Agricultural Adjustment Administration will soon complete the work for which they were organized and new County Associations will be set up under the Soil Conservation Program. For the purpose of furnishing an up to date record of the amount, kind and condition of equipment which is on hand within the counties, it is requested that three copies of an inventory, typed according to the attached form, be prepared in accordance with instructions contained herein. One copy of the inventory will be retained for the files of your association and the other two copies mailed immediately to your State Office handling expense accounts. The State Office will retain one copy and forward the other to Washington. It is suggested that in making up the list of equipment, your expense statements be referred to so that no items are overlooked. List on the inventory form only those items of equipment which were purchased and are still owned by the association. Equipment purchased and subsequently disposed of is to be listed on a separate statement. The two lists combined should include all items of equipment for which claims have been made on Forms 1024.

All information on the inventory form should be typewritten or clearly printed.

Enter the full name of the association, also the State and county code numbers and the date the inventory is taken in the spaces provided at the top of the form.

Column 1--Date of Purchase.

Show the date each article of equipment was purchased, giving the month, day and year.

Column 2--Kind of Equipment.

In this column show a proper designation of each article of equipment, i.e., Typewriter, Adding Machine, Mimeograph Machine, Filing Cabinet, Measuring Tapes, Measuring Wheels, etc.

Column 3--Description (Make, Serial Number, or other Identification)

Each article listed in Column 2 should be definitely identified in this column. Give a brief description of each item, definitely establishing its identity, including trade name, if any, the material it is made of, color, size and all other descriptive information. For example: A file cabinet might be described in Column 3 as, "Yawman and Erbe Company, Steel,

Four-drawer, Vertical, Olive Green, with Lock", or a typewriter described as, "Underwood, Model 11, Serial No. 4211637", or a typist's desk as, "Flat-top, Typewriter, Oak, Size 3' x 4½'". Describe articles as briefly as possible, but definitely establish their identity.

Column 4--Price Paid.

Enter in this column the price paid for each article.

Column 5--Present Condition and Location.

In giving the present condition of each article of equipment, the terms, "Good", "Fair" and "Bad" should be used. Classify each article according to its state of usefulness. All equipment now in first-class condition should be classified as "Good". Equipment, the use of which is or soon will be restricted because of its state of repair, should be classed as "Fair". That equipment which is in such state as to make its further use dependent on replacement of parts, overhauling and general reconditioning, should be classed as "Bad".

Enter also in Column 5 the present location of each article of equipment. All property belonging to the association should be in the association office unless being used elsewhere for the purpose for which it was purchased. If any articles of equipment are not in the office, state briefly the reason therefor and the present location.

Equipment Owned Jointly.

In the event that the association owns equipment jointly with some other county association or with the County Extension Service, list all such equipment below the line marked, "Equipment Owned Jointly", in accordance with the instructions for listing articles fully owned. One exception to these instructions is as follows: In Column 4, list the amount paid by your association and the names of other organization(s) with the amounts paid by each. For example: A typewriter is listed, the full purchase price of which is \$100.00. In column 4 enter: "\$50.00, (Wheat Ass'n.) \$50.00".

If articles of equipment have been purchased but are not now owned by your association, a statement giving full description as above and complete details of the manner of and reason for disposition of each article should be attached to the inventory.

After completing the inventory, the certificate should be signed by the President and Secretary and two copies mailed to the State Office.

Sincerely yours,

W. H. Callander

Assistant Administrator.

Code Number

Name of Association _____

Date _____

INVENTORY OF NON-EXPENDABLE EQUIPMENT

1. Date Of Purchase	2. Kind Of Equipment	3. Description (Make, Serial No. or Other Identification)	4. Price Paid	5. Present Condition and Location
			\$	
		EQUIPMENT OWNED JOINTLY		
Total	xxx	xxx	\$	xxx

We, the undersigned President and Secretary, hereby certify that, as of the date shown, the above list constitutes a true statement of all non-expendable property purchased and now owned either wholly or in part by the above named association. Property purchased but not now owned is accounted for in an attached form showing the manner of and reason for its disposition.

President _____

Secretary _____

